



Technical Preservation Services
National Park Service
U.S. Department of the Interior
Washington, DC

Historic Preservation Tax Incentives Program

Preliminary Consultations

The National Park Service is available to provide advice and guidance in the early stages of project planning. Over 10% of the projects reviewed under the tax credit program have received some form of preliminary consultation by NPS. These consultations have taken a variety of forms, including site visits arranged as part of general visits to SHPOs; informal telephone discussions; fax and/or email exchanges; more formal submissions of information by mail from the SHPO in advance of an actual submission of a Historic Preservation Certification Application; and project-specific meetings arranged in conjunction with the SHPO either at the project site or in Washington, DC.

Preliminary Reviews

To the extent possible within its workload, NPS accommodates requests for a preliminary review on a project for which no formal Part 2 application has been submitted. These guidelines apply to all requests for preliminary reviews:

1. It is at the discretion of the SHPO, not the applicant, to request a preliminary review. The SHPO must feel that NPS input is warranted prior to submission of the Part 2 application.
2. A preliminary review focuses on one or several specific issues (e.g. change to a street façade or change to a significant floor plan); it is not a review of an entire project.
3. Preliminary reviews are advisory only because facts and circumstances of a project may change between the time of a preliminary review and submission of the Part 2 application. NPS response will be verbal and will be conveyed directly to the SHPO.
4. Even when a preliminary review has occurred, NPS advises applicants to submit a complete Part 2 application early so that any questionable treatments can be resolved prior to beginning work.

Preliminary Meetings

To the extent possible within its workload, NPS accommodates requests for a preliminary meeting on a project for which no formal Part 2 application has been submitted. These guidelines apply to all requests for preliminary meetings:

1. It is at the discretion of the SHPO, not the applicant, to request a preliminary meeting. The SHPO must feel that NPS input is warranted prior to submission of the Part 2 application.
2. If not previously provided, photographs of the historic property, a description of the significance of the property (such as a draft or completed National Register nomination), and applicable plans of existing conditions and proposed work must be provided through the SHPO to NPS for review prior to meeting.
3. The location, whether on site or in Washington, and time of the meeting will be determined by NPS.
4. If in Washington, the SHPO will have the opportunity to attend the meeting in person or to participate via the telephone. Where the SHPO is unable to attend the meeting, the applicant must first consult with the SHPO about the issues of concern.